

FIRE PREVENTION OFFICER

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses specialized non-supervisory fire department positions, the primary duties of which include conducting fire inspections of buildings to ensure compliance with fire codes and performing re-inspections to verify that fire hazards have been corrected. Fire Prevention Officers investigate all fires occurring within the city to determine the cause and origin. Incumbents in this class also educate the public on fire hazards and safety. Fire Prevention Officers perform their duties with a high degree of independence, having work reviewed by the Fire Chief. This class ranks immediately below that of the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Prepares for inspections by reviewing previous inspection reports, building plans and applicable codes. Participates in the inspection of buildings and the collection of information to be used in determining compliance with all applicable fire codes, including the inspection of fixed fire extinguishing systems, electrical hazards, building construction type, heating, ventilating, or air conditioning systems and cooking equipment. Assists with the inspection of storage areas for flammable or combustible liquids, and sites for storage of hazardous materials. Takes photographs or makes sketches as needed to document inspection findings. Completes a report of each fire inspection and discusses inspection findings with building owner or manager, provides them with required forms and makes recommendations for the correction of hazards. Enforces fire prevention codes and ordinances by reinspecting buildings where violations have occurred and issues citations or assesses fines if required.

Assists in the review of building plans to identify potential fire protection problems, in estimating the fire load of buildings, and in assessing the occupant load for buildings, including means of egress. Collects information for and develops pre-fire plans by visiting businesses, schools, and other places of public assembly in order to record features which may have significance in a fire or emergency situation.

Investigates the scene of a fire to determine the cause and origin of the fire by examining the interior of the fire structure to identify the point of origin and heat source. Takes extensive notes, takes photographs and makes sketches of areas affected by fire in order to record the extent of involvement, location of

evidence and other pertinent information. Assists in searching for, identifying, and collecting evidence, using accepted search methods and collection procedures, in order to preserve evidence for analysis and to protect the chain of custody. Restricts access to the fire scene to prevent contamination of evidence or entry by unauthorized persons. Uses all observations of the interior and the exterior of the structure to assist in determining whether the fire was the result of natural causes, carelessness, or arson. Conducts interviews with firefighters or witnesses regarding circumstances that may have been noted before or during the fire. Assists a superior officer in preparing, maintaining and reviewing reports, records and other data of inspection and investigations involving fire prevention operations.

Supervises and participates in the fire prevention and education program of the department. Assists in taking complaints from the public on hazards or on possible violations of the fire code. Educates the public on fire hazards and safety. Conducts fire drills for businesses, educational and assembly occupancies, and health care facilities reviewing evacuation plans and instructing personnel responsible for assisting with the drill. Maintains a reference library on inspection, investigation and public fire education topics so that employees may conduct research or study for tests. Assists institutions or companies in developing solutions for fire prevention problems. Conducts tours and demonstrations, and delivers talks on fire safety to schools, clubs, and other organizations. Issues permits required for special conditions, circumstances or equipment which may be fire or safety hazards. Responds to questions from the public about the operation of the fire prevention program.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must not be less than twenty-five (25) years of age.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must meet one of the following two requirements:

EITHER

Must have at least one (1) year experience in fire inspection, fire investigation, or public fire education with a full-time paid fire department or fire prevention agency,

OR

Must have at least three (3) years experience in fire suppression with a full-time paid fire department.